



SELF REPORTING FORM

This form can be used by ASIC holders to report when they have been convicted and sentenced for a new aviation security relevant offence¹. You can choose to report directly to your issuing body or directly to AusCheck:

- **If you chose to report directly to your issuing body**, the completed form should be handed to your issuing body (who will forward it to AusCheck).
- **If you prefer to report directly to AusCheck**, you should send the completed form to AusCheck using the contact details on the back of this form.

Remember: Self reporting must be completed in writing and must contain all of the information listed as required on this form within 7 days of conviction and sentence.

To validly self report using this form you must complete both Part A and Part B

Part A Information to be reported

Full Name (Required)

Date of Birth (Required)

Residential Address (Required)

Phone Number (Optional)

ASIC Number/s (Required)

Conviction/s for (Optional)

Date of Conviction and Sentence (Required)

Court in Which Convicted (Required)

¹ Under regulation 6.41 of the Aviation Transport Security Regulations 2005, ASIC holders must report all convictions and sentences received for aviation security relevant offences within 7 days of the conviction and sentence. To determine what is an aviation security relevant offence please refer to regulation 6.01 of the Aviation Transport Security Regulations 2005 or contact AusCheck on 02 6141 2000.

Under regulation 6.41, failure to provide the required information may result in prosecution and fines up to \$5,500.

Please ensure you complete both pages of this form

Part B Consent to Background Check

You are required to advise whether you consent²:

1. to having your identity confirmed, and
2. to a new background check being undertaken (your criminal history will be assessed against the criteria for holding an ASIC) and
3. to the outcome of the background check being provided to your issuing body, if the outcome will adversely affect your ability to continue holding the ASIC.

I, *(insert name)*

Please tick as appropriate:

- I consent to the above matters.
- I do not consent to the above matters.

Please Note:

- If you are reporting directly to AusCheck, under regulation 6.41(4) failure to consent to these matters will be disclosed to your issuing body.
- Under regulation 6.43(2)(db) if you do not consent to these matters your ASIC is required to be cancelled by your issuing body.

Signed

Date

After completing and signing this form either return it to your issuing body, or return it to AusCheck by fax, mail or scan and email it using the details below

<p>AusCheck 3-5 National Circuit BARTON ACT 2600</p> <p>Fax: (02) 6141 4609</p> <p>AusCheck@ag.gov.au</p> <p>Phone: (02) 6141 2000</p>	<p>Issuing Body Details</p>
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² Under regulation 6.41 of the Aviation Transport Security Regulations 2005 you are required to advise whether you consent to certain matters.